

DEPARTMENT OF DEVELOPMENTAL SERVICES
North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSTING DATE: March 28, 2011

CLOSING DATE: April 4, 2011

POSITION: Payroll Clerk
POSITION #: 00097996
LOCATION: East Hartford Office (may possibly relocate to Waterbury)
SCHEDULE: Monday through Friday 8:30a – 5p
Pass Days: Saturday and Sunday

HOURS PER PAY PERIOD: Full-Time 80 hours

ELIGIBILITY REQUIREMENTS: **Candidates must have applied for and passed the Payroll Clerk exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.**

EXAMPLES OF DUTIES

Duties consistent with the Payroll Clerk job specification. Assists with the processing of a large biweekly payroll, including the audit and data entry of timesheets including high volume of overtime, shift and weekend differential, and holiday payments. Timesheets are audited, corrected, validated and data entered. Process biweekly payroll changes including credit union, withholding, direct deposit, union dues. Verify AI's and CBI's when due and check distribution. Maintain payroll forms, salary adjustments, answers payroll related questions from employees, completion of wage verifications and filing. Experience utilizing CORE-CT system to process complex payroll that includes high volume of overtime is strongly preferred. Performs related duties as required.

EXPERIENCE & TRAINING

General Experience: Three (3) years of experience in bookkeeping, accounts payable or clerical work involving finances.

Special Experience: One (1) year of the General Experience must have involved payroll preparation. **Substitutions Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years. One (1) year as a Financial Clerk performing payroll duties may be substituted for the General and Special Experience.

TO APPLY: Please complete a DDS Transfer/Promotion application (applicable to DDS employees) or a State of CT Application for Examination or Employment CT-HR-12 located at <http://das.ct.gov/employment> (applicable to non-DDS employees), including the Position # and copies of your last two performance appraisals or two letters of reference. All application materials must be received by close of business on the closing date indicated above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

SEND APPLICATIONS TO:

Department of Developmental Services—North Region
155 Founders Plaza / 255 Pitkin Street
East Hartford, CT 06108
Attn: Ms. Carol Pfeifer, Human Resources
Phone: (860) 263-2618
Fax: (860) 263-2626

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.